


## How Do I Complete this Form?

Place your cursor over a form field, click once, and type in your information. You may press Tab to move forward or Shift-Tab to move backward through the fields.

The yellow question mark icons () throughout the document open help windows that explain the information required by the corresponding form fields. To open these windows, place your cursor over the icon and double-click. To close them, click once on the minus sign in the upper left corner, double-click on the question mark icon again, or double-click the title bar of the help window. If you don't see a minus sign, left click once on the help window. For your convenience, all fields have pop-up text boxes that appear when you move your cursor over them.

To clear *all* the fields in the form, click on Reset Form in the upper right corner of the first page. This option will reset the *entire* form, not just the first page.

## How Do I Save This Form?

Unless you have purchased and installed the full version of Adobe Acrobat, you *will not* be able to save the form with your completed data. If you are using Adobe Acrobat Reader, you must print the completed form and submit it by fax.

## How Do I Print This Form?

If you would like to print the form without the yellow question mark icons (see Filling out the Form), go to File, then to Print. When the print dialog window opens, go to Print Range and de-select the Annotations box.

## How Do I Submit This Form?

There are several ways to submit the data.

- Fax: Complete the form, print it out, and fax it to the database contractor at (703) 480-9359. You must do this if you don't have the full version of Adobe Acrobat program.
- U.S. mail: Complete the form, print it out, and mail it to:  
Jaycor  
AFV Project Office  
11410 Isaac Newton Square N., Suite 103  
Reston, VA 20190
- Electronically: If you have purchased and installed the full version of Adobe Acrobat program (see Saving the Form), you may submit this form electronically. Otherwise you must fax or mail it. If you do have the full program, save the completed form on your hard drive and e-mail it as an attachment to [afv\\_credit\\_acct@va.jaycor.com](mailto:afv_credit_acct@va.jaycor.com).

For additional information on how to fill out this form, download the guidance "*Annual AFV Reporting for State and Alternative Fuel Provider Fleets*," from the EPAct Web site at [www.ott.doe.gov/epact/state\\_fleets.html](http://www.ott.doe.gov/epact/state_fleets.html), or e-mail [afv\\_credits\\_acct@va.jaycor.com](mailto:afv_credits_acct@va.jaycor.com).



## EPAct - State &amp; Alternative Fuel Provider Program

Form DOE/OTT/101

September 2001



## Annual AFV Acquisition Report for State and Alternative Fuel Provider Fleets

Collection of data for this program has been approved by the Office of Management and Budget (OMB). The OMB control number for this activity is 1910-5101. Respondents are not required to file a reply to any federal collection of information unless it has a valid OMB control number. Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data, and completing and reviewing the collection of information. Reporting forms and tools for online reporting for state and alternative fuel provider fleets are available at [www.ott.doe.gov/epact](http://www.ott.doe.gov/epact).

## Part A - Fleet Identification

Fleet/Agency Name:

Consolidated Metropolitan Statistical Area:

Company/State Name:

Fleet Type:



Point of Contact Name:

Point of Contact Phone:

Mailing Address:

Point of Contact Fax:

Point of Contact E-mail:

Today's Date:

City:

Do you want your fleet and your name and phone number included  
on the publicly accessible list of those fleets  
possessing excess credits available for sale?    Yes                      No

State:

Zip:

Remarks:




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## Annual AFV Acquisition Report for State and Alternative Fuel Provider Fleets

### Part B - Light-duty Vehicles (LDVs) Acquired

LDVs Acquired:    Model Year                      Data

Total Vehicles Acquired: Enter the quantity of LDVs acquired during the                      model year, including all alternative fueled vehicles (AFVs), plus all non-alternative fueled vehicles (do not count excluded vehicles).  The total number of LDVs acquired is necessary for DOE to verify the number of AFVs that a fleet must acquire. A model year runs from September 1 to August 31.

Model Year:



Total LDVs Acquired:

Total AFV Acquisition Requirements\*:

\*To calculate Total Model Year AFV Acquisition Requirements do the following:

For state fleets, multiply Total LDVs Acquired by 0.75 and round to the nearest whole number.

For fuel provider fleets, including electric utilities, multiply Total LDVs Acquired by 0.90 and round to the nearest whole number.

**Note:** In rounding to nearest whole number, fractions greater than or equal to one half (0.5) should be rounded up and fractions less than one half should be rounded down.





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## Annual AFV Acquisition Report for State and Alternative Fuel Provider Fleets

### Part D - Biodiesel Fuel Use Credits

#### Biodiesel Fuel Use Credits<sup>(1)</sup> Claimed for Model Year

- |   |  |    |                   |
|---|--|----|-------------------|
| 1. Are you a Biodiesel Fuel Provider <sup>(2)</sup> ?   | Yes  | No |                   |
| 2. Total Biodiesel <sup>(3)</sup> purchased in model year   | for use in vehicles with Gross Vehicle Weight Rating (GVWR) in excess of 8,500 lbs. (Note that this number should be the net amount of biodiesel fuel purchased for use in vehicles in excess of 8,500 lbs. GVWR. Any biodiesel purchased and then sold to another party should not be included in Total Biodiesel Purchased.) |    | Gallons           |
| 3. Potential Biodiesel Fuel Use Credits Claimed (Divide line #2 by 450 and round down to the next whole number.)  |  |    | Potential Credits |
| 4. Total number of Biodiesel Fuel Use Credits Claimed (Cannot exceed 50% of total AFV purchase requirements as listed in Part B except for Biodiesel Fuel Providers. For Biodiesel Fuel Providers, total number of Biodiesel Fuel Use Credits cannot exceed total AFV purchase requirements as listed in Part B.) |  |    | Actual Credits    |

<sup>(1)</sup> The Biodiesel Fuel Use Credit became available following the enactment of the Energy Conservation Reauthorization Act of 1998. The 1999 model year for the use of the Biodiesel Fuel Use Credit runs from November 14, 1998, to August 31, 1999. In subsequent model years, the availability of the Biodiesel Fuel Use Credit is from September 1 through August 31.

<sup>(2)</sup> A Biodiesel Fuel Provider is a fuel provider whose "principal business" is producing, storing, refining, processing, transporting, distributing, importing, or selling (wholesale or retail) biodiesel fuel where the term "principal business" means the largest sales-related gross revenue producing activity. If an organization derives a plurality of gross revenue from sales-related biodiesel fuels activity, the organization's principal business is biodiesel fuels.

<sup>(3)</sup> Report biodiesel purchased as neat, or 100%, biodiesel. If biodiesel was purchased as biodiesel blends of 20% or higher, only report the biodiesel portions of such blends (e.g., 2,250 gallons of B20—blends of 20% biodiesel and 80% petroleum diesel—should be reported as 450 gallons of neat biodiesel). Biodiesel purchased in blends containing less than 20% biodiesel by volume are not eligible for the Biodiesel Fuel Use Credit.




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## **Annual AFV Acquisition Report for State and Alternative Fuel Provider Fleets**

### **Part E - Applying Credits**

1. Would you like to apply banked credits from a previous year to your annual credit balance?    Yes                      No                      
2. How many credits would you like to apply?